

OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE OFFICER  
ACCOUNTS PAYABLE DIVISION

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list  
**Location:** 55 Elm Street, Hartford, CT  
**Job Posting No:** 00000630  
**Hours:** Full-Time (40 hr. /per week)  
**Salary:** \$60,593 (AR 23) Starting Annual Salary  
**Closing Date:** **July 30, 2013 - Application materials must be received by 5:00 p.m. by this date**

**Eligibility Requirement:** Candidates must have applied for and passed the **Fiscal Administrative Officer** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill a **Fiscal Administrative Officer** position in the **Accounts Payable Division**. This class is accountable for independently performing a full range of tasks in professional level fiscal and administrative functions.

**Examples of Duties:** Performs a variety of professional fiscal and administrative functions; assists management in resolving purchasing, accounts payable, and related matters in the Core-CT financial modules, Supports management with the evaluation of current Division procedures; makes recommendations for improvements and/or developing additional procedures; assists in formulation of policies and procedures relating to area(s) of responsibility and implementation of such policies and procedures; assists management and section supervisors in planning, development and implementation of projects; prepares various financial, statistical or narrative fiscal/administrative reports. Assists in planning and implementation of financial aspects of information technology systems; supports management through testing and integration of new Core-CT procedures; assists in testing for Core-CT upgrades, creates test scripts, performs test procedures, analyzes and reports results; develop and maintain MS-Access databases, including use of VBA programing, provide technical support to Division in the use of Access databases, MS-Excel spreadsheets and macros, and SQL query writing to analyze transactions, performs troubleshooting analysis of database errors, and creates database interfaces to assist Division staff with specific reporting tasks; utilizes Core-CT system for financial records, reports and analyses; utilizes MS-Excel and MS-Access databases with Core-CT transaction downloads and other sources for data analysis, reports and projects; creates EPM and SQL queries to provide statistical analysis and transaction monitoring; uses VBA to develop MS-Excel macros to perform routing analysis of transactions; assists in reviewing journal vouchers, reviews agency corrections, assists in correcting errors, prepares journal entries; processes daily, bi-weekly, monthly and annual pay cycles for vendor payments both Core-CT Accounts Payable, Payroll and Retirement modules; provides assistance to vendors and state agency personnel in the areas of electronic payments (ACH/EFT), Vendor Self-Serve, and other areas; processes payment cancellations in conjunction with Accounts Payable Division staff and Office of the State Treasurer personnel; assists management in the review and processing of assignment assumption documents; follow-up with agency personnel on documentation submissions; assists in the review of documentation for assignment/assumption of contracts; reviews various other contracts, financial documents and financial reports to ensure compliance with state statutes, federal regulations, and generally accepted accounting principles and practices; performs other related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

**PREFERRED EXPERIENCE AND SKILLS:**

- **Knowledge of ERP systems, (i.e. Core-CT, PeopleSoft, Oracle or other).**
- **Strong analytical and computer skills including extensive use and creation of Microsoft Access Databases and Excel Macros. Familiarity with SQL and/or VBA a plus.**
- **Excellent written and communication skills including analytical reports and drafting of memoranda.**

**General Experience:** Six (6) years of experience in a combination of fiscal/administrative functions (accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting functions.

**Special Experience:** Two (2) years of General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience is at the professional training level and above the paraprofessional level.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (Form CT-HR-12 – available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)) (Please indicate the job posting number on the application form). State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

Grace Soares, Human Resources Associate  
Office of the State Comptroller /Human Resources  
55 Elm Street, 2 Floors, Room 208  
Hartford, CT 06106  
OR

Fax to: (860) 702-3324 (if faxing, only one application is necessary)  
E-Mail: [grace.soaes@po.state.ct.us](mailto:grace.soaes@po.state.ct.us)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.